



Arlington Commission for Arts & Culture

Date: Thursday, October 5, 2023

Time: 7:00-8:30p

Location: Town Hall, 2nd Floor Conference Room

Attendees: Stewart Ikeda, Cristin Canterbury Bagnall, Sarah Morgan-Wu, Lidia Kenig-Scher, Brian McMurray, Christine Noah, Beth Locke

Absent: Tom Formicola, Nicole Cuff

Guests: Katie Luczai

Meeting called to order at 7:02pm.

Agenda

1. For Approval: [September minutes](#) 7:00p-7:05p
 - Unanimously approved without changes. Brian, Cristin, and Beth abstained.
2. **Minutes & Secretary** 7:05p-7:10p
 - Christine is taking minutes.
3. **DPCD & Chair Updates** 7:10p-7:30p
 - Strategic planning sessions - How and when to begin?
 - Starting in early 2024 once we've recruited some more commissioners. We had a consultant last time to help us. Dedicated separate meeting for this (in addition to regular commission meetings), might need several hours to do this.
 - We can set some budget aside for this, it's something we should invest in.
 - We hit a lot of our goals from the last strategic plan, especially considering COVID.
 - Infrastructure planning will be a major focus. Considering what our role looks like for the future and what we need to support that.
 - Getting a lot of questions about the grants—how to apply, etc. from including from other Town departments.

4. **Discussions: Future Meetings**

7:30p-7:40p

- In-person vs. Hybrid; rotating; contingencies for winter surges?
- Zoom is really efficient but there are a lot of benefits to being in person.
- Maybe lean more towards in-person but have virtual during winter months / summer months when people are traveling etc.
- Opportunity for hybrid would make it more accessible, especially for incoming commissioners.
- Maybe set a goal for a minimum number of in-person events, perhaps one a quarter?
- We had also talked about meeting at other cultural locations, which is something we could aim for in the future. But hybrid at Town Hall right now is good because it guarantees accessibility.
- Grants Committee has been meeting in person for most of 2023.
- Remote meetings are still authorized by the state indefinitely. As long as you post 48 hours in advance.
- Do we need a public comment period in person? We don't think it applies to us.
- Stewart and Katie will investigate how to set up hybrid meetings in the meeting room.

5. **Discussions: Recruitment Needs**

7:40-8:00p

Short Term: Need 4 Commissioners replacing Steve, Tom D, Stephanie, Adria

Medium Term: Active Co-Chairs for Committees and Working Groups: Fundraising, Marketing & DEIA; *These could be non-commissioner participants!*

- Someone who represents the historical sector would be great to have.
- Someone in East Arlington who can help represent the neighborhood.

Long Term: Treasurer (anticipated Cristin retirement), Secretary

- What are our needs functionally? What goals do we have for recruitment?
- Could we hold an in-person gathering where we could invite potential candidates? Or partner with other arts organizations?
- We could be more targeted and have neighborhood coffees or small events. Figure out who could host an event?
- Lidia recommended someone who is interested. She found her at a Chamber event.
- Invite potential candidates to attend a meeting or a committee meeting.
- Stewart can share his response template so other people can use it. Usually ask for a resume and a letter of interest submitted to the co-chairs
- There's a holiday event in the Heights, perhaps we could get a table to promote the commission there?
- Really focus on the value that commissioners bring to the town.
- Would Open Studios be a good recruiting location? If we had a table there. Maybe we could share a table with ArtLinks? November 12th. We can have flyers/posters there.

- Maybe reach out to business sponsors to see if they know anyone who might want to participate as a commissioner?
- Coffee with a Commissioner at the Roasted Granola, Kickstand, and somewhere in East Arlington?
- Special Town Meeting—Christine will [create a photo sheet](#) to provide some details about recruitment. Could also use these at the Open Studios table.
- Interviews with commissioners—are these on the website somewhere?
- Student commissioner—one year term—people were supportive of this idea. We can pilot this this year.
- There's a spreadsheet that shows which roles we have to fill (appointees from different committees). Could we change the by-laws to align more with current town committee structure and how ACAC operates?
- How should we be reengaging the CD managing partners and also other CDs throughout the state? That will be part of the strategic plan as well. Managing Partners should ideally be feeders into commissioner roles.
- We would like to be able to connect with other Cultural Districts and host a convening through MCC. We also need to manage the ongoing relationship with MCC.
- It would be helpful to have more clear language around the ACD versus ACAC and the roles that each play. Cultural Districts can bring more stakeholders to the table. There are people who were originally engaged around the ACD and it would be good to keep them engaged even though the structure is now different.
- There's a Cultural District Facebook page? We should get rid of the extraneous Facebook pages from old entities.
- Managing Partners are required by MCC and it might be useful to have representatives who are outside of ACAC. We should reconvene the group and see if they have thoughts. We could also connect with Carolyn to see if she has ideas for how we can combine our entities in a way that's efficient but also serves the purpose of the CD. Especially as we're planning for 250, the collaboration with other cultural entities in Town would be really helpful. Use that as the conversation point for convening.
- We've done nonprofit convenings that brought these entities together, so perhaps we could do something like that again.
- Beth Locke, Stewart Ikeda, and Laurie Bogdan cross-over with the Arlington (Menotomy) 250 Committee and could suggest co-hosting this. January would be good time for this.

Withdrew Candidacy: Peter Charig, Susan Hargrave, Ed Blundell, Laura Hanrahan

Potential: Heather Leavell, Laurie Bogdan, AHS Climate Future student intern Greta

Mastro

Special Town Meeting Flyer describing open positions would be helpful

6. **Updates: APS Engagement, Town Day Debrief, Black Joy, Mural** 8:00-8:20p
Working groups to reach out to Principal, Visual Arts and Performing Arts

BRIEF Town Day Debrief: Lessons learned for next year; new tent roof needed; missing items; should do assets inventory; Pink book and new newsletter sign ups; Plein Aire winners
Arlington Heights Mural Survey is underway

Black Joy Project meeting with Sisters of the Cloth at Cavalry Church was a success!
Cecily is planning to install the exhibition of work that was at the Roasted Granola at Town Hall next week, plus bringing a new artist (TJ Reynolds).

Cecily Miller authored *Art New England* 4-page spread on the planned expansion of the Remembrance of Climate Futures project into a broadly regional Semiquincentennial-themed collaborative art project! Interviewed are Tom Starr and Stewart Ikeda. Go Cecily! We officially gave commendation for her efforts.

- Arlington Heights mural, the dry cleaners are interested in having something painted there. Very exciting! Still need a signed agreement with the building owner of Roasted Granola.
- Article in *Visit Arlington Magazine* by two Climate Futures interns will be coming out soon.
- We commend Cecily for the wonderful and eye-catching new promotional collateral she created for Town Day.
- Plein Art went very well! We finished just in time. We had 2 jurors who were both great. We already have people signed up for next year. We have a beautiful video that the second prize winner created. We may want to get a sign for next year.
- We got good signups at Town Day. We had great engagement at the booth, very substantive conversations. Focusing on both the work and the people worked very well. We should do an inventory and a post-mortem after the event so we remember our learnings and what to change next year.
- We need a tent for the Halloween band, so we may want to get it now. Brian's wife may have a replacement canopy for us.
- Working group will be reaching out to the Principal and Visual Arts and Performing Arts leads.

7. **New Business**

8:20-8:30p

- Grants Committee reception: We had about 20 folks show up. Grantees and folks from town. People were excited to learn more. Applications are open until the 17th. Application review will be later this fall. We were level funded this year at 21k. Anyone who's a resident of MA can apply to any LCC (they don't have to live in town). However, they must show there will be public benefit to the town where they are applying.
- Stewart urged the Grants Committee to consider asking for full Commission support and collaboration on planning and scheduling its future events and celebrations. Now that we're under one umbrella, the GC is entitled to our assistance in programming, marketing, and logistics support.
- Reminder that all Chamber networking events are valuable and open to everyone!

Meeting ended at 8:38pm.

RESOURCES

[ACAC Bylaws](#) | [ACAC on Town Website](#) | [Strategic Plan](#) | [ACAC Operations Plan](#) | [ACAC 2021 Annual Report](#) | [2022 Annual Report](#) | [Cultural Equity Learning Consortium 3.0](#)

Next meeting will be Thursday, November 2 from 7:00-8:30p



Arlington Commission for Arts & Culture

October 25, 2023

Commissioner Opening Announcement

[The Arlington Commission for Arts & Culture](#) seeks residents, business owners and nonprofit leaders who are passionate about the arts to work with us, including a Commissioner-level role.

Bringing together several previously separate cultural entities including Arlington Cultural Council, Arlington Public Art, Programs & Festivals, the state-designated Arlington Cultural District, and Poet Laureate, ACAC promotes and develops arts and culture programs, events, and resources under the [ArtsArlington.org](#) brand in order to create a sustainable and vibrant arts scene that engages and attracts artists, residents, businesses and visitors. ACAC generally meets one evening each month, as well as in periodic subcommittees and working groups around such activities as grant-making, fundraising, public art installations, performance programs and festivals, artist networking and development, destination marketing and communications, and Cultural District planning. ACAC especially seeks Commissioners willing to volunteer their expertise in the areas of volunteer or event coordination, media or marketing, and performing or literary arts. ACAC strives to expand access to and promote cultural equity in the arts, and to have Committee membership reflecting the diversity of our town. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply. To ask questions, or to apply with a letter of interest and resume, contact co-chairs Stewart Ikeda and Christine Noah at chair@artsarlington.org.

BECOMING A COMMISSIONER

A minimum commitment for a full voting ACAC Commissioner role is approximately 3-4 hours a month in meetings (one monthly commission meeting on the first Thursday of each month and at least one subcommittee or working group). Most will also assist with one or more "all-hands" seasonal events such as Town Day, Live Arts events, and/or special awards, recruitment or strategic planning events. Candidates are encouraged to observe at least one monthly ACAC meeting before submitting an application, resume and letter of interest.

Visiting and volunteering to support one event or subcommittee meeting your personal skills and interest is an EXCELLENT way to get to know the Commission and determine the right fit for you; most subcommittees will have a NON-commissioner co-chair who may work with and eventually become a commissioner after working on several substantive projects!

HOW TO APPLY

Process and timelines vary by role, but generally an applicant will submit a formal letter of interest to the co-chairs indicating which role they'd like to be considered for and set up a call or meeting. If it's a good fit, the chairs would then introduce the candidate, make a recommendation and take a vote at the next full commission meeting and if approved would send word of the vote to the appointing authority, usually the Town Manager, who might interview them. With the TM's approval, the person is formally voted on in a meeting of the Select Board, then undertakes a mandatory online Ethics Certification certification and goes to be sworn-in at Town Hall. They can then be a voting commissioner at the next monthly meeting.

NON-COMMISSIONER OPPORTUNITIES TO GET INVOLVED

We welcome non-Commissioner volunteers of all walks and interests who love to see the arts and culture flourish in our town, but have specific needs for people with experience and interest in the following roles:

Marketing Committee: Help with messaging and communications for ACAC, contribute to ArtsArlington.org and social media channels, promote live arts events townwide, contribute to destination marketing campaigns, more. Design, web, PR, media industry, event marketing skills are all welcome!

Diversity, Equity, Inclusion and Accessibility Taskforce: Help develop policies and practices of cultural equity and inclusion, Commission-wide, that expand accessibility and participation in the arts in Arlington. Conduct outreach to artists, audiences, and partners that reflect the diversity of our town. Experience in DEIA, community and bilingual outreach, ADA accessibility a plus.

Fundraising Committee: Help apply for grants, organize fundraiser parties and Chairful auction, and otherwise help support the cultural programs and community work of the Commission. Experience in nonprofit, development, business outreach, grant writing especially valuable.

Grants Committee: The committee is responsible for awarding grants each year to support local artists and cultural entities in realizing projects that otherwise might not get off the ground. The Committee generally meets on the second Monday of the month, 7:30-9:00 pm.

Community Engagement Committee: Combines Public Art (Pathways, Utility Boxes, Youth Banners, Artists-in-Residence), LiveArts Arlington (busking, Garage Band), and Festivals (i.e., Fox Festival & Parade, Town Day Planning, Haiku in the Heights, etc.)

Arlington Cultural District Managing Partnership: Supports programming and build out of the area of town designated a Cultural District by the MCC. Generally supports/promotes cultural programs, businesses and organizations within the district.

Poet Laureate Committee: One representative of ACAC participates on the committee to help recruit, select, and promote projects by the Town Poet Laureate.